

ADMINISTRATION

The Department of Administration for the Town of Selma is located in the old city hall on Anderson Street. The department is administered by the City Manager, who is responsible to the town council. The following employees work in the municipal offices: the town clerk (who also serves as treasurer and tax collector), a building inspector (who also serves as manager of the cemeteries), a clerk-typist, and a clerk. Other members of the department include the town attorney, and the local health officer.

The department is the administrative headquarters for the town, and it handles all personnel and budget planning.

Recommendations For The Present

1. The present clerical staff is sufficient for the town, but the town clerk must handle other duties which seriously cut into her time. The additional job as tax collector should be transferred to another person.

2. Also needed is a full time person to read water and electric meters. Because of the present departmental divisions, this employee could work out of the department of administration.

Recommendations For The Future

Selma's population shall require services of the following personnel in accordance with its expected growth rate.